



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
(formerly Bengal Engineering and Science University, Shibpur)  
HOWRAH – 711 103

No.141F/2016-17/186

Date : 25.01.2017

CIRCULAR

Sub : Important issues pertaining to claim of LTC

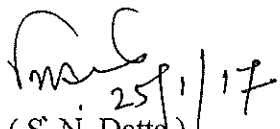
It is for information to all concerned that following points may be kept in mind regarding LTC claim bill :

1. When advance is taken, (a) the claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lumpsum and the claim will be treated as one where no advance is sanctioned. Further, penal interest at 2% over GPF interest on the entire advance from the date of drawal to the date of recovery will be charged.  
  
(b) When claim submitted within stipulated time but unutilized portion of advance not refunded, interest is chargeable on that amount from the date of drawal to the date of recovery.  
  
(c) When a part of the advance becomes excess drawal due to genuine reasons beyond the control of the Government servant, the Administrative Authority, may, if satisfied, exempt charging of interest.
2. When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.
3. **Relaxation** – Ministry/Department with the concurrence of Financial Advisor can relax the time-limit subject to conditions.

Sd/- S. N. Datta  
Finance Officer (Actg.)

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( S. N. Datta )  
Finance Officer (Actg.)